



---

# VILLAGE OF ARDEN

## TOWN ASSEMBLY

### JUNE 25, 2018

---

Town Meeting Minutes



Next Town Assembly for the Village of Arden – September 24, 2018, 7:30 p.m., Gild Hall  
2119 The Highway, Arden, Delaware

## **MOTIONS/RESOLUTIONS**

### **6.0 Town Chair - Jeffrey Politis**

Communications from the Chair.

#### **New Temporary Policy for Q & A after reports.**

Time spent on questions and answers at tonight's meeting will be limited to five minutes total after each committee's report. Members are allowed only one question each, but if time allows, a member may ask additional questions. **Motion Approved**

### **12.0 Old Business – Amended Ordinance #14, 2<sup>nd</sup> reading**

#### **Section 1 - Introduction and statement of purpose.**

The purpose of this ordinance is to specify the notification and procedure to leaseholders of this one-time opportunity which will be used by the Village of Arden to certify pre-existing Accessory Dwelling Units (ADUs). In order to be eligible for certification, a leaseholder's pre-existing multiple domiciles must comply with the following requirements: [a] the domicile meets the New Castle County ADU definition, [b] the domicile was built prior to May 1, 2007. Leaseholds who wish to build ADUs after this process is completed need to obtain approval by the Trustees and New Castle County.

**ATTENDANCE** Sign In – 55

**Print your name clearly**, otherwise it will be listed as an unidentifiable signature.

Alan	Threefoot	1	Sally	Sharp	29
Gary E	Quinton	2	Mary	Vernon	30
David	Michelson	3	Cookie	Ohlson	31
Albert	Marks	4	Elaine	Hickey	32
Jeffrey	Politis	5	Larry	Walker	33
Ed	Rohrbach	6	Marianne	Cinaglia	34
Lisa	Mullinax	7	Herman	DeLong NV	35
Mary	Murphy	8	Brooke	Bovard	36
Carol	DiGiovanni	9	Stephen	Harcourt	37
Maryanne	VanNeerden	10	Daryl	Holcomb	38
Julia	McNeil	11	Mandy L	Tocco	39
Bob	Andress	12	Jennifer	Borders	40
Barbara	Macklem	13	Denise	Nordheimer	41
Ray	Seigfried	14	Pam	Politis	42
Danny	Schweers	15	Alan	Burslem	43
Betty	O'Regan	16	David	Burslem	44
Denis	O'Regan	17	Terry	Truono	45
Deborah	Ricard	18	Jan	Westerhouse	46
Warren	Rosenkranz	19	Tom	Wheeler	47
Mike	Curtis	20	Ellen	Dolmetsch	48
Grace E	Ressler	21	Sue	Rothrock	49
Elizabeth	Varley	22	Alton	Dahl	50
Barbara	Henry	23	Maria	Burslem	51
David D	Claney	24	Esther	Schmerling	52
Cecilia	Vore	25	Heidi	Hoegger	53
Carl	Falco	26	Toby	Ridings	54
Ron	Meick	27	Elizabeth	Resko	55
Carol	Larson	28			

**1.0 Call to Order** - Chairman Jeffrey Politis called meeting to order at 7: 35 P.M. (quorum verified)

**2.0 Approval of Minutes** – March 2018 Town Assembly minutes approved as presented. (Note: Budget made changes to their report in March. The spreadsheet at the end of minutes is the correct version).

**3.0 New Residents** - None

#### **4.0 Recognition of Departed**

Aileen Flannery (Ardentown) moved to Ardentown with her husband, Ron Nair, after she retired and was with us for far too short a time. She was a very special person who genuinely cared about others more than herself. She was a familiar sight on her bike around town and loved to stop to chat and have a good laugh. Her favorite things were cooking, love of literature and spending time with her family and friends.

Betty Barrowcliff, age 90, (Ardentown) grew up in Delmar, MD and lived in Delaware, Brazil and Florida. Betty worked as a laboratory technician at Hercules Research Center, Blood Bank of Delaware and as a realtor. She married Wilson L. Bryan, Jr. in 1946 and they had two children. After her husband died in 1971, she remarried in 1977 to Robert L. Barrowcliff. Together, they took many trips, as well as, enjoyed the beach, reading and discovering new restaurants. (Betty was a gourmet cook).

John Parker Attended the Arden School (Jamie Parker's younger brother).

Joan "Penny" Colgan-Davis was granddaughter of Buzz Ware, for whom the BWVC is named. Her parents were very instrumental in starting ACRA and she was the director of ACRA for many years, as well as being a school teacher. She also was co-founder of the original Arden Archives.

Mrs. McCain lived on Harvey Rd. She will be interred in the Memorial Garden. Their children are scattered all over.

Fredrick "Fritzi" Lonberg-Holm, age 82, was a long-time teacher and she even ran for office. She

has been a long-time friend and member of this community if not an official resident.

Pete Steel came to Arden about 8 years ago. He lived on Orleans Rd with his partner Annie Clark. He was an avid fisherman and loved to spend his summers in Montana. Playing Bridge was his passion. Known to be gregarious, with an effervescent personality.

A moment of silence.

## 5.0 Visitors

Herman DeLong moved to the area from Philadelphia. He is a semi-retired architect. He does not live in Arden, but is very interested in our community.

Joe Daigle, State Representative 7<sup>th</sup> district.

Thank you, Jeff, for having me out here tonight. I'm Joe Daigle and I live down Veale Road, closer to Silverside, so I'm not officially in Arden, but since I know most of you here from being a club member and bouncing around the community, I thought I should introduce myself as a candidate. I'm a big believer in Arden and this surrounding area so I'm running to be the State Representative for the 7<sup>th</sup> RD. That will be replacing what Bryon Short does, since he's recently announced his retirement.

I'll give a little background on myself before sitting down, but truthfully, I'm not interested in talking AT you – I'm more of a conversationalist. So, if we haven't met, or you have anything you want to chat about, please grab me, in person, tonight, or phone and email anytime.

Professionally, I'm an Investment Analyst at a local small business in Newark. Long story short, I lead the team making investment decisions and recommendations for clients' life savings in their retirement accounts. Working to help everyday people, I'm extremely in touch with the diverse challenges we all face, I'm acutely aware of what stabilizes a family's bottom line. I know what it means to have a tax increase or not. I know the impact of having roads paved or not. Being invited to sit around the kitchen table with folks, I've measured the impact for individual families. --  
When decisions are made in Dover, which can seem far and away – It's critical that our

Representative know the importance and personal impact on each of us. That's something my experience makes me uniquely qualified to do.

In short, I know finances, I know what makes a sound business plan, and I know how to apply my business skills to help strengthen the community. Down toward Silverside where I live, historically we don't have a Civic Association, so my husband and I have stepped up to help coordinate solving community problems like roads, streetlights, and development issues.

Aside from work and my neighborhood volunteering, you can tell a lot about me from the organizations I volunteer for. I'm a Claymont Lion selling Christmas trees and pancake breakfasts to give eye exams and glasses to students in school who can't afford it; I'm the Treasurer of Preservation Delaware, which is the statewide Historic, Cultural, and Architectural Preservation group; I'm the Secretary of the Newark Arts Alliance where I've been on the board for 8 years, since I graduated from UD; and I'm now stepping down from, but am the President of the Delaware Stonewall Democrats, a statewide LGBT advocacy group. It's actually because of my work with stonewall that I've formed relationships with surrounding Legislators and community leaders to work on and pass legislation; which is also why I'm most well-known for my social justice stances, but there's a lot more subjects that I care passionately about than just social issues. My husband Dan went to daycare as the Buzz. When we were finding a place to live, we moved here because we love this community and we want to raise our family in this community. ***I'm invested in our future.*** The great neighborhoods, great schools, great art, great small businesses, and a chance for me to cook 1000 desserts for an Arden Dinner, all feed my passion for our district. I recognize the great qualities we have and challenges we face and I'm energized to work hard in the General Assembly to keep those qualities that make us great and improve on the challenges we face.

Thank you for your time -- if you want to know how to get hold of me, all my contact info is on my website, [Daiglefordelaware.com](http://Daiglefordelaware.com). Or, since half of you already have my cell phone, just ask your neighbor.

Ray Siegfried

As a long-time resident of Arden, I have stood before you many times over the years as chairman of the Community Planning Committee. Tonight, I am speaking as a candidate for the Democratic nomination for the 7<sup>th</sup> district's State Representative seat.

I want to thank everyone for your warm and supportive greetings as we continue our campaign. I sincerely appreciate your thoughts and concerns about the issues affecting our community, and our state. Since March, many people have joined my campaign. People like Pat Morrison, as my campaign organizer and my Treasurer, Ron Meick-- two great people from The Ardens.

Recently, I was honored to have the endorsement from John Cartier, our County Councilman. The 7<sup>th</sup> district takes in a number of neighborhoods like Claymont, The Ardens, Highlands Woods, Lancashire, Radnor Green, Ashbourne Hills and many other communities.

Each of our neighborhoods has a special look and feel – as it should be. Some will see the 7<sup>th</sup> as a collection of distinct and different vicinities with different interests and needs, but if you listen to the people as I have, you discover that all of us share the same vision, the same desire, and the same hope for a better future. We want affordable, quality healthcare, jobs with a livable wage, schools where every student can prosper, a government that is responsive and a representative who will help local neighborhoods build community; communities that are inclusive. These are difficult challenges that are best addressed by someone who has a history of experience and achievement.

As a patient, you select a surgeon who has experience and achievement in the operation you need just like a manager who knows to select an applicant who has a history of achievements because that person has proven he or she can get the work done effectively.

The choice here as a voter should be no different.

I have talked to you before of my experience; now let me share with you some of my achievements.

- As a board member on the Wilmington Hope Commission, an organization dedicated to breaking the chain of recidivism that sees too many young men leave prison, only to be caught up in crime again. I personally hired 8 graduates of this program into positions at Christiana Care. All eight are still employed and one now has his masters, an individual who

presented before us just a few months ago. With this achievement, you know that I will fight for rehabilitation rather than incarceration.

- I know as chairman of our Community Planning Committee, what it takes to work with other levels of government to get the job done for Arden. Yet also I know how small groups of concerned citizens can affect positive change. Imagine what good we can do when we link this citizen power with a responsive state government.
- I know how big organizations work and how to get them moving in the right direction. In 2010, when an earthquake struck Haiti, I worked with Christiana Care's President to write our first-ever Humanitarian Policy extending our reach on a global scale for the first time in our history. This policy allowed our medical staff to obtain paid time off to be a part of a medical mission to help the people of Haiti. Several people from The Ardens were among the medical teams performing needed care to patients. It also provided support in the form of pharmaceuticals and medical supplies for their mission. Since that tragic event, many other medical missions to Latin America, Asia, and Africa were supported by my Humanitarian policy.

It is these experiences and achievements that I will bring to Dover. I will fight for people who are less fortunate, for those living in poverty to provide them with basic needs like extending Medicaid services.

I do not run to build my ego or to use this position as a stepping stone for higher office.

I run because I want to serve. I run because my experience and achievements have taught me how to make our communities better places for all of us.

I ask all of you to join me in this campaign of change. Vote for me in the September 6<sup>th</sup> Democratic primary and together we will make a difference.

Thank you.



## 6.0 Town Chair - Jeffrey Politis

### Communications from the Chair.

Since the last town meeting....

1. The municipal street aid (MSA) affidavit was completed and returned to the state regarding the miles of roads and number of people in town. This information is used to calculate the amount MSA the Village receives. My understanding is that an increase in the MSA was already approved this year.
2. I joined Annie Gutsche, the Ardentown Chair, in a good meeting with Deldot to discuss potential traffic and safety concerns for the Ardens during the upcoming construction at the Marsh Road and I95 exits and entrances. I have passed the notes from the meeting to both the Safety and Civic Committees. A couple of important notes. 1. The work will begin around September. It was originally slated to have already begun. So, this work will not effect our summer or the Arden Fair. 2. The work will be staged so that the north and south bound ramps will not be closed at the same time. 3. Deldot has agreed to repaint the crosswalks along Harvey Road and to paint a line on the sides of the roads to help give a visual narrowing of the road which may help to slow traffic. 4. The signage along Harvey Road should be cleared of vegetation to improve visibility. 5. They had recently altered the traffic signals along Harvey Rd to work more in concert. This caused the light at Orleans to be less responsive. They have returned that light to the way it was. We will have to monitor this light over time in relation to traffic flow. To maximize traffic flow, we would want to have the lights work together, but this may increase speeds. If we maintain lights as they are, then we may keep speeds down, but may create some congestions. We will relook at this situation over time and will ask our Safety Committee take the lead in this decision process. We are working on a letter for the page to explain further.

3. Our trash contract with Waste Management expires on August 31, 2018. This contract was originally signed on September 1, 2012. It had a three-year term with an optional renewal for 3 years, which was exercised. The contract included a potential for a 3% year over year increase. We, the three villages, have been in contact with WM over the last 6-8 months on a contract renewal as well as other vendors. The information that was collected was passed to each Village's "civic" committee for review. All three Villages agree that the best option will be to stick with Waste Management as they were the least expensive vendor, provided the most service, and would be the least disruptive. The new rate will be \$23.87/site/month vs today's rate of \$21.70. This marks about a 10% increase. Note that the original rate in 2012 was \$19.30. If there is no objection, I will work with the Civic Committee to finalize and sign this contract. (No objections)
4. We continue to work with the town's attorney regarding the lawsuit filed by Ms. Carol DiGiovanni about the purchase of the property at 5 Mill Race Rd. We continue to seek a settlement or partial settlement. Any settlement will need to be approved via Town Assembly.
5. I mention at every meeting – let's have a respectful and deliberative meeting. I realized, after the last meeting in particular, that good communication is the key to this. I ask this body to remember a couple of things: 1. We are all here tonight because we have a shared interest in our Village. 2. Assume that we are here because we want what is best for the Village. 3. Let's not forget that we have different comfort levels with speaking at a microphone and in front of others. It may be difficult for someone to effectively express themselves due to nerves, emotion, etc. Take a deep breath before you speak, either in commenting or in responding. 4. Remember that those on committees are taking their personal time to work for the Village. You may not agree with something a committee might have done but appreciate that they have spent their time in service of our community, which includes you. Don't question their motives. And 5. Remember that we are all neighbors.

6. In an effort to continue to improve our meetings, I requested, Jonathon Jacobs, the parliamentarian we have used previously, to provide feedback on dealing with both our decorum/civility and with the length of question and answer sessions.
  - a. For the question and answer sessions after committee reports, he recommended two possibilities. The first was to set a time limit for each committee report. As our committees have varying lengths of reports, I felt that it would be difficult to set a standard time limit for each report. The second option was to set a time limit after the committee report for questions and to limit the number of successive questions by any member. I brought this up in the Advisory Committee meeting and we agree to try the second option and I was charged with the wording. So tonight, we are **proposing a temporary policy for this meeting as follows:**

**Motion:** Temporary Policy for this meeting

Time spent on questions and answers at tonight's meeting will be limited to five minutes total after each committee's report. Members are allowed only one question each, but if time allows, a member may ask additional questions.

(Note: If more time for additional questions is needed, a member may motion for more time for those questions.)

**Questions/Comments Temporary Policy:**

Carol DiGiovanni -Against the motion because she thinks five minutes is too short of time for Q & A. Also, she suggests to start the policy at next Town Assembly so people have time to understand the motion.

Elizabeth Varley supports the motion because she believes it is a reasonable suggestion to move things along in an orderly, polite manner.

Policy was resoundingly **approved** (voice vote).

- b. As far as helping to maintain decorum/civility, there are a couple of ways that we can do this. The Advisory Chair will discuss methods for the body to help in this effort. From the Chair's side, Robert's Rules provides at least one pathway. As Chair, if I find a member acting with improper decorum, I will warn that member. If I have to warn the same member multiple times, then I will ask the assembly what penalty they wish to apply. The options will be to do nothing, request an apology, censuring the member, and finally expelling the member. This is not a process that I wish to conduct but will if we are not respectful of each other.
7. Thank you to the Archives Committee for supplying refreshments.
8. Lastly, a reminder that this meeting is being recorded and we ask that all comments be made at the microphone. Take a minute to adjust the microphone and get comfortable.

Let's have a respectful and deliberative meeting. Thanks

So submitted

Jeffrey Politis

Town Chair, Village of Arden.

Communications Report – Thank you!

## **7.0 Trustee Report - Mike Curtis**

### **Trustees Report June 25, 2018**

The Trustees have several items to report tonight:

#### **Finances:**

We have copies of the quarterly financial report available tonight. Barbacane & Thornton are

currently working on the annual audit. When the audit is finalized, copies will be given to the Auditing and Budget Committees, Town Treasurer, Town Assembly Chair and Board of Assessors.

As you may already know, Mike Curtis is retiring from his position as a Trustee. The Trustees have chosen Carol Larson as their designee to fill Mike's position.

**Lease Transfers:**

There have been three lease transfers since the March meeting: 2103 Marsh Road to Kate Threefoot (Mellinger); 2312 Walnut Lane to Csongor and Shana Pinter (Politis); 2321 Woodland Lane to Jeffrey and Pamela Politis (Threefoot).

Respectfully submitted,



Mike Curtis, Arden Trustee

(Trustees Financial Report following minutes in Attachment section).

**Questions/Comments** - None

Trustees Report – Thank you!

**8.0 Treasurer Report** - David Michelson

David reviewed Statement of Financial Position, Statement of Financial Activity and Statement of Fund Balance as of June 25, 2018 (copy of Statements following minutes in Attachment section)

The Financial Policies for the Village of Arden as of June 2018 are on the Village website [arden.delaware.gov](http://arden.delaware.gov) and a copy is in attachments section following minutes.

## **Questions/Comments Treasurer Report**

Financial Policies are Approved through the Town Assembly.

Correction: Change Financial Statement dates March 24 to June 25, 2018

Treasurer's Report – Thank you!

## **9.0 Advisory Committee Report – Danny Schweers**

### **ADVISORY COMMITTEE REPORT**

to Town Meeting of 25 June 2018

The Advisory Committee met on Monday, June 4, 2018 to set the agenda for this meeting. A draft of the minutes of that meeting can be found on the Village website: [arden.delaware.gov](http://arden.delaware.gov).

I will remind committees to post their meeting notices at least seven days prior to their called meetings. This is required by the Freedom of Information Act, also known as FOIA. Thanks to the Civic Committee, the village now has a new bulletin board attached to the Buzz Ware Village Center to the right of its entrance. The new bulletin board is locked, so meeting notices should be given to someone who has keys, myself or the Town Secretary. We will post them for you or get you your own keys.

There is no FOIA requirement that minutes must be posted on the Village website, just that minutes of meetings be made available to the public. The policy of the village is to post minutes to its website whenever possible, as soon as they are drafted. Not only does this make the information available to all residents, but it makes it easy for the Village Secretary to respond to FOIA requests

for those minutes. She can simply say, "Look at the website." If you do not know how to post minutes to the website, the Secretary will tutor you.

At our Advisory Committee meeting, Trustee Mike Curtis remembered a time when all non-procedural motions at meetings of the Town Assembly were taken up under New Business. A majority of the Advisory Committee agreed with that idea, so that is what we are trying out this evening. Committees will make their reports, but they will wait until New Business to present any motions. This way, all committees can make their reports before the Town Assembly begins debate.

One topic discussed at our meeting was enforcing civility at town meetings. To that end, I have sent out a flyer that summarizes a few items from Robert's Rules of Order, especially how Points of Order may be raised. Please read over the handout. In general, if you believe a Point of Order needs to be made, stand and say "Point of Order". Whoever has the floor should stop speaking. You should go to the microphone and wait to be recognized by the Chair. Then state your point of order. Do this courteously and respectfully. Refer to Robert's Rules of Order as best you can. The Chair will then rule on your Point of Order and the meeting can continue.

Danny Schweers

Chair of the Advisory Committee

***Some of Robert's Rules of Order  
summarized by Danny N. Schweers,  
20 June, 2018.***

### **Special Occasions for Points of Order**

- In debate, member's remarks must be germane to the question before the assembly.
- Speakers must avoid personalities, and under no circumstances can a member attack or question the motives of another member.
- When the chair demands it, all remarks must be addressed to the chair and not to another member.
- As much as possible, the use of names of members should be avoided in debate.

### **Making a Point of Order**

A point of order should be raised by members of the Town Assembly whenever a breach of order occurs. Members should stand, say "Point of order!", and wait to be recognized by the chair of the town assembly. Whoever has been speaking should stop and immediately yield the floor. The chair then says, "The member will state the point of order." The person then goes to the microphone and states the point of order. The chair then rules if the point of order is well taken or not, briefly giving reasons.

### **Appeals of Chair's Rulings on Points of Order**

The assembly, not the chair, has the final say as to whether rules have been violated. If you disagree with the chair's ruling on a Point of Order, then without waiting to be recognized you may stand and say, "I appeal from the decision of the chair." Once the appeal is seconded, it may be debated. The chair is allowed to speak first, then other members may speak once, then the chair is allowed to speak last, closing debate. The chair then says, "Shall the decision of the chair be sustained?" A vote is taken. A majority vote in the negative is required to overturn the chair's ruling.

Debate on an appeal is not allowed when the point of order relates to (1) indecorum or transgression of the rules of speaking, (2) priority of business, and (3) when an undebatable question is immediately pending or involved in the appeal.

### **ADDRESSING ALL REMARKS THRU THE CHAIR**

Normally, by Robert's Rules, members of an assembly cannot address each other directly. Instead, they must address the chair of the assembly. At town meetings in Arden, members are usually allowed to address each other directly, but the chair has the right at any time to require that all remarks be addressed to him or her.

### **REQUEST FOR INFORMATION**

A Request for Information is a request directed to the chair, or through the chair to another officer or member, for information relevant to the business at hand. Normally, by Robert's Rules, members are not allowed to carry on discussion directly with one another.

### **CHANGING LIMITS FOR PENDING QUESTIONS**

While a debatable question is pending, the allowed length or number of speeches can be reduced or increased, for that question only, by means of a subsidiary motion to Limit or Extend Limits of Debate. Adoption requires a majority vote. The motion can also be used to close debate at a specified future time. Debate can be halted immediately by moving the Previous Question (a.k.a. Calling the Question), followed by a majority vote in favor of halting debate. These motions are not debatable; votes are taken immediately after these motions are made.

### **Questions/Comments Advisory Report**

Carol Larson - Post minutes that are draft or post after minutes are approved? FOIA perspective is that minutes are available after the meeting.

Carol DiGiovanni suggests to post drafts.



Difference between Village parliamentarian who is Advisory Chairman vs paid Parliamentarian.  
Paid Parliamentarian is a professional.

Advisory Report – Thank you!

## **10.0 Board of Assessors – Warren Rosenkranz**

I want to thank Brooke, Alton, Denis, Pam, Kate and Tom for all of their hard and dedicated work on the 2019 Assessment.

There were three major changes from last year, two of which were pretty much out of our control.

First, the county is raising our County Real Estate taxes by 7.5 % this year and 7.5% next year. This is not a compounded rate.

Second, the September 2017 Village meeting voted to have a 2<sup>nd</sup> attached domicile privilege for each leasehold conforming to County code.

Third, the assessors made the base A rate from 7,500 to be applied to the first 10,000 square feet, again, to conform with the county codes.

Copies of the report with examples attached are on the table.

Thank you.

## **Arden Board of Assessors Report**

**2018**

This year's Board of Assessors adopted the principle of the Community Standard of Living Method of Arden Assessment in use since 1980 as the basis for determining total land rent.

The "Community Standard of Living Method of Arden Assessment" defines total "Full Rental Value" of the leaseholds as the sum of town expenses (both "non-budget" in the form of county

and school taxes, and "budget" as embodied in the town's budget), and the cost of administering the trust, while maintaining a "prudent reserve". This method divides full rental value by acreage of land held privately in leaseholds, such divisions determined by assessors' formulas. The formulas, which are intended to reflect the relative value of leaseholds, are based on lot size, zoning privileges and location factors (see rates and factors below.)

Based on information obtained from the Budget Committee, the Village Treasurer and the Trustees, the Board of Assessors presents the following report.

A majority of the Board of Assessors continues to endorse the principles of real estate practice in the wider community, which we embody as a multi-tier evaluation of leasehold area. The "A rate" applies to the first 10,000 square feet of a leasehold, on a per square foot basis. The A rate reflects the privilege of having up two domiciles on a leasehold.

The "B Rate" (multiple domicile rate) applies to leaseholds with the privilege of having more than two domiciles. The "B-rate" is set at a flat rate of \$750 per additional domicile unit (ADU) above two, and the leasehold is charged that has the privilege under zoning regulations and allowance by the Trustees of establishing and maintaining more than two dwelling units on the leasehold. In any case in which the leasehold has more than two domicile units, without obtaining zoning from New Castle County, that leasehold shall be assessed at the "B Rate" for each additional domicile unit.

The change to the "B rate" adjusts the rents for leaseholds with ADUs to put them more in line with the "full rental value" and current New Castle County code. The value of the "B-rate" is the same as last year. The Base Land Rent is a composite of all of the applicable "rates."

The "C Rate" is applied to the amount of land on the leasehold not covered by the "A Rate." The "C Rate" is assessed at 40% of the "A rate." The "D rate," the commercial rate, is currently for one leasehold. The "D Rate" continues at a surcharge of 75% of the "A Rate" with no deduction for frontage on Marsh Road.

The specific location factors are as follows:

1. Leaseholds adjacent to Arden Forest, Ardencroft Forest, or Sherwood Forests  
+10%
2. Leaseholds fronting on Arden Forest, Sherwood Forest, or Ardencroft Forest by  
being across the street +5%
3. Leaseholds adjacent to or fronting on a communal green +5%
4. Leaseholds adjacent to Harvey Road and/or Marsh Road -5%
5. Leaseholds having driveway access only to Harvey Road and/or Marsh Road -5%

Notes:

1. The specific location factor charges (in dollars) to be added to or subtracted from the sum of the Base Land Rent are obtained by multiplying the Base Land Rent for the leasehold by the appropriate specific location factors as given above.
2. Location factors are additive, if both are applicable.
3. If multiple forest factors apply, the higher of the two factors shall be applied.
4. No fractional or partial factors apply for leaseholds fronting or adjacent to forests or communal greens.

Assessors consulted the Trustees to determine the 2019-2020 forecast expenditures and revenue based on yearly trends. To satisfy anticipated expenditures and to produce a prudent reserve of \$190,000 between the Village and Trustees, the Board of Assessors set rates to collect land rent totaling \$668,720. The "A rate" for March 2019 is \$240 per one thousand square feet.

**Examples 2018 Rates and Factors:**

Base Land Rent examples

Lot size	A Rate	+	C Rate	=	Total
8000 sq. ft.	1920	0			\$ 1920.00
10000 sq. ft.	2400	0			\$ 2400.00
20000 sq. ft.	2400	960			\$ 3360.00

40000 sq. ft.    2400                      2880                      \$ 5280.00

#### Rate and Factor examples

20000 sq. ft. leasehold having 1 dwelling, adjacent to a Green and adjacent to a Forest

Base Land Rent (BLR)    \$ 3360.00

Forest Factor @ 10% of BLR    \$ 336.00

Greens Factor @ 5% of BLR    \$ 168.00

Total Land Rent    \$ 3864.00

40000 sq. ft. leasehold having 3 dwelling units and adjacent to the green

Base Land Rent without B Rate applied    \$ 5,280.00

BLR for each domicile greater than 2

(1 x \$750.00)    \$ 750.00

BLR Total    \$ 6,030.00

Greens Factor@ 5% of BLR    \$ 301.50

Total Land Rent    \$ 6,331.50

#### Questions/Comments

Daryl Holcomb- The overall effect of the 7.5% is \$6,400 gross amount to Village each year spread across all leaseholds.

Rough calculation: Total tax bill approximately \$480,000. Of that \$84,000 or \$85,000 is county. 7.5% is on \$85,000. The bigger amount is the school tax.

Notice – Warren warns that next year be prepared for a new tax increase.

Al Marks – Clarification. Leaseholds less than or equal to 7,500 sq. ft. will pay based on their leasehold sq. ft at 10,000 rate. Will result in an increase.

## **Assessors Report Process**

Chairman Jeff Politis discusses the process about the Assessors Report. It is not approved at Town Assembly. It is the assessment that will be charged in March unless there is an opportunity in September to bring an Alternative Assessment. If an Alternative Assessment is brought to September's Town Assembly it will require 2/3rds majority vote for that second assessment to go to referendum along with the Board of Assessors Assessment Report. Whichever one received a majority of the vote, would be the Assessment that would be chosen.

Assessors Report – Thank you!

## **11.0 Committee Report. (Descending Order)**

### **11.1 Safety - Brooke Bovard**

Safety Committee Report 6/25/2018

Welcome to summer.

Your Safety Committee continues to work to ensure our community is safe for all of us.

First, you may have seen some new signage going up. We have started a new phase of working to improve pedestrian safety on Harvey Road and the through streets, as well as limiting obstructive parking. We are enhancing visibility of our crosswalks with new signage and are anticipating some new safety striping. Here is where you can contribute.

First, please do not run down the road crews. Today they were filling gaps and people were just rude. Don't be that guy.

Second, please take some responsibility for keeping our streets and neighborhoods safe. Take a pair of clippers to the greenery covering street signs and interfering with access to fire hydrants. I only have so much time and my step count is adequate.

Keep an eye on your neighbors, and I don't mean a creepy report to authorities' eye, but a neighborly eye. You all know that our long-time letter carrier Jenny retired, and, to be perfectly frank, the new carriers are still lost. (side note, I appreciate whoever keeps sending our mail along from wherever it's going.) So, let us not assume that someone other than ourselves is noticing that someone's car hasn't moved, or the mail is piling up. Hot weather is often hard on people with existing health issues. Also, on pets. Be compassionate and remember that we do not know what private struggles people face. If you don't want to knock on the door, call me and I will.

Summer is a peak time for strangers in town, for swim meets, and for camp. Keep alert for children, pets and bicycles. This also means, be leaders in maintaining a 20-mph speed limit, (or a 25, where it applies) particularly on Harvey, Veale, Marsh, and Millers roads. I've lived in Delaware all my life. You are not going anywhere so exciting that you can't take another minute to be safe.

Speaking of strangers, door to door solicitors (other than politicians, you're stuck with them) must, by Delaware law, show their solicitation permit. Some of them are just working a difficult job in the great outdoors, but, sadly, some are distracting you while a buddy unlatches your back door. Don't let our shared value of civility prevent you from making sense. The same thing, I hope I need not mention, goes for giving out info over the phone. The IRS does not call you, and do not believe anyone is holding your relatives for ransom. Please be cautious.

Safety is part of the team considering parking issues in Arden. If you have concerns, or a point of view you want represented (although I encourage you to express your thoughts yourselves in all public meetings) feel free to let us know. Speaking personally, I believe that the best solutions will be arrived at by the widest participation.

Our meetings are the second Wednesday at 7pm at the BWVC. All are welcome. Our next meeting will be July 11th, 2018, at 7.

Thank you,

Brooke Bovard, Chair, on behalf of the Safety Committee

Safety Report – Thank you!

### **11.2. Registration- Cecilia Vore**

June 26, 2018

Report to the Town Assembly

Registration Committee

The committee conducted the Election of Officers and Standing Committees on Monday, March 26, 2018. Votes were counted on Tuesday, March 27, and results were posted the next day on the Village website, on bulletin boards, and in the records of the Registration Committee stored in the Town Office. There were 77 ballots cast; 7 of these were absentee ballots. The committee thanks all the volunteers who helped conduct the election. Election results are listed at the end of this report but will not be read.

The Registration Committee convened on May 3 and elected Cecilia Vore Chair. Annual responsibilities were distributed among the committee members.

The committee wishes to thank Elaine Hickey for her service on the committee from 2012 to 2018.

The committee will conduct the referendum to confirm a new trustee, with ballots to be mailed Sept 4 and votes counted after the September town meeting -- on Sept. 25, 26 or 27. Details will be on the election materials.

New residents are added to list of eligible voters as soon as we learn of their arrival. If you have noticed new people moving in, or a For Rent or For Sale sign in the village, please share that information with the Registration Committee so we can keep records current and extend a welcome to newcomers. If you are new to the Village, please see a member of the Registration Committee tonight to make sure you are on the resident list.

#### March 2018 Election results

*Elected to Committees for 2-year terms:* **ARCHIVES** – Ellen Dolmetsch, Sadie Somerville; **AUDIT** – Cookie Ohlson; **BUDGET** – David Gerbec, Tie between Brooke Bovard & Tom Wheeler; **BWVC** – Debbi Sheiker, Mary Young; **CIVIC** – Albert Marks, tie between Leslie Carey & Rick Smyth; **COMMUNITY PLANNING** – Rick Ferrell, Mark Wood; **FOREST** – Jeff Martin, David Nordheimer; **PLAYGROUND** – Carl Falco, Larry Walker; **REGISTRATION** – Barbara Macklem, Mary Murphy, Cecilia Vore; **SAFETY** Stephen Harcourt, John DiGiovanni

*Elected to town office for 1-year terms:* **ADVISORY CHAIR** – Danny Schweers; **TOWN ASSEMBLY CHAIR** – Jeffrey Politis; **TOWN SECRETARY** – Liz Resko; *for 2-year term:* **TOWN TREASURER** – David Michelson

Respectfully submitted,

Cecilia Vore, chair

#### Questions/Comments

Requirement clarification: All referendums are conducted with same criteria. To pass a referendum you must have a majority of all eligible voters.

Registration Report – Thank you!



### 11.3 Playground – Daryl Holcomb

#### Arden Playground Committee Report - June 25th, 2018

The Playground Committee assures that the playground equipment on the Arden Green and Sherwood Green is in good, safe condition. This is accomplished through the inspection of the equipment every other month during the winter and every month during the summer. Members spread mulch in the play areas as needed and contract for painting and repair. We also recommend purchase of new equipment, assess any dangers of the current equipment and address any inquiries from town residents regarding any of their concerns or ideas.

The following is the report of the actions and occurrences of the Playground Committee since the last Town Assembly:

- 1) Our Playground Committee has met 4 times since the last town meeting in April of this year. Those meetings occurred in February, April, May and June of this year.
- 2) The reason for the increase in meetings due to the Playground Committee moving back to their summer schedule of meeting every month (vs. every other month for winter schedule).
- 3) Our ongoing work has involved:
  - a. Our regular inspections before each meeting
  - b. Replenishing the mulch base for all required equipment on both greens. (This has occurred once in each spot needed since the last town assembly.)
  - c. Clipped branches at baseball backstop of lower green (Village Green).
- 4) The committee has installed a new basketball rim on the far section of the court at the BWVC.

5) There have been a few personnel/membership changes since the last town assembly:

a. At the last town meeting, Larry Walker and Carl Falco were elected to another term on the Playground Committee.

b. Daryl Holcomb was voted as Chair of the committee – replacing Ruth Panella for the 2nd of their 2-year term.

### **Questions/Comments**

Cecilia commented how thrilled and how moved she is to witness the next generation being the Chairman. Big applause. Daryl was very gracious in acknowledging those who supported him in assuming this Chairman.

Playground Report – Thank you!

### **11.4 Forest - Carol Larson**

#### **06-25-18 Forest Committee Town Meeting Report**

Lots of trees fell during the spring storms; we cleared pathways throughout the woods. A large white oak fell across the Fire Lane and needed to be cleared away for access to the Sherwood Forest restoration project. We asked Denis O'Regan to cut and remove a section for our access route. The wood was used for the new BWVC sign. At our June meeting, Denis asked to mill a remaining piece of the log. As per the Forest Stewardship policy, we ordinarily let all wood stay in place, but in this case the committee opted to have the log milled and the wood left to age in place for potential projects for the village. We feel fortunate to have a craftsman in the village who can make use of wood on special occasions.

We cleared another large white oak from the path to the stone circle at the end of Woodland Lane. As part of our Schroeder grant from 2014, we planted native Pinxterbloom azaleas at the top of the Stone Circle wall.

We planted a new pawpaw tree in the area at the end of Meadow Lane which was donated in honor of Katrina Streiff.

It's a big year for poison ivy and we will be working on the ivy near paths – please report areas of growth. We will be experimenting with approaches to creating walkways along paths that get impassable during wet weather. Tree “cookies” or trunk cross sections, corrugated walks of branches, and narrow boardwalks are under discussion as the least obtrusive interventions. Jill Althouse-Wood is developing a newsletter for Forest neighbors along Arden borders. We hope the new approach will help with conflicts regarding boundaries and dumping. Jeff Martin will be leading team building ecology games during the ACRA Summer Camp. Look for our booth at the Arden Fair, where we offer advice about native tree and plant selection, and information about a healthy forest.

Three areas of bamboo encroach on the forest from leaseholds. We will be working to eliminate bamboo in the forest. Our landscape management contractor can manage bamboo if anyone would like to contact him. We continue to map, monitor and remove invasive species via volunteer work and our Land management contractor, Red Tail Restoration.

**Questions/Comments - None**

Forest Report – Thank you!

**11.5 Community Planning - Ray Seigfried**

**Community Planning Committee Town Assembly report for June 2018**

**Topics;**

- **Discussion of a letter from Mike Curtis, Trustee, regarding a request to sub-divide a leasehold:**

The Trustees sent an email to CPC regarding a request from a leaseholder to sub-divide their leasehold which has two houses built on one leasehold. If the sub-division was pursued the lot size would not comply with New Castle County NC15000 and a variance would be needed. After a review of the request, the committee felt that the situation would be better served by an Estate Planning action rather than a sub-division.

- **Request for short-term rentals i.e. Airbnb:**

We are researching New Castle County land use code regarding Airbnb. Arden does not regulate this situation. CPC will continue to review this request.

- **County land use code on bamboo:**

CPC decided to hold a public forum to understand the code better. The open public forum was held Thursday, June 21 at 7:30 with John Cartier our County Councilman and Joseph Day III Administrator for Land Use. Joseph went through the code and answered everyone's questions. It is important for everyone who has bamboo to obtain a waiver with their neighbor in order to avoid a bamboo violation.

- **Security at Town Meetings:**

At a CPC meeting, Ray proposed the following motion. Community Planning Committee requested Town Chair to obtain an agreement from New Castle County Police Department for police presence at each Town Assembly meeting to protect and support the safety of residents attending these meetings. This agreement will be presented at the June Town Meeting for discussion. Passed unanimously. This was presented by Ray at the June Advisory Meeting. Safety Committee had reviewed this idea before and felt it was not needed. At Safety June meeting, Ray and Ron Meick were present to review why CPC made the motion and the reasoning behind the motion. What was agreed to by both committees is to hold an open public meeting in September to discuss our differences and any other

alternatives that anyone may have. Our goal will be to bring back before Town Assembly topics discussed at this open public meeting.

- **Modification to Arden Land Deed:**

Before county land use, no feedback yet.

- **Transformational Sub-Committee:**

Grace Ressler is the new Chair. Their next meeting will be held on Monday July 9th. 7:00 pm - Buzz Ware. Our goal is to have a final report for September.

- **Community Garden:** No update.

- **Memorial Gardens:** In May, extensive tree work was done.

## Questions/Comments –

Arden historically has been providing short term rental but now there is a need to look at it from a community point of view.

If you want to know what has transpired at our new Transformation Group, please refer to their minutes which are posted to the Village website ([arden.delaware.gov](http://arden.delaware.gov)).

Community Planning Report – Thank you!

## 11.6 Civic - Al Marks

### 06-25-2018 Civic Committee Report for Town Meeting

#### Paths

Rebuilt damaged Grocery Path and put in bike gates at both ends.

Painted all bike gates in village

#### Field Theater: (in time for Shakespeare production)

Completed installation of the stone walkway

Reworked drainage in road and access to walkway

Placed landscape fabric and pea gravel between rows of seats

Trimmed brush with Larry Walker and Elizabeth Varley for cast access backstage.

**Sherwood Green:** Aerated and seeded compacted areas.

### **Buzz Ware Village Center**

Helped locate sewage clean-out pipes on Sherwood Green.

Coordinated with BWVC and contracted to erect new sign, which was paid for with insurance money.

Placed Typar mesh for ADA compliant approach to sign. This will be a test for Sherwood Green installation.

Hired contractor to install Committee Bulletin Board on BWVC wall.

### **Trees:**

Removed fallen hemlock along The Sweep

Removed Norway maple encroaching on Millers Road

Removed dead sassafras from right-of-way on Cherry Lane

Cleared dead wood from a locust on Cherry Lane and Walnut Lane

### **North Memorial Garden**

We are restoring the overflow Memorial Garden which is across Harvey Road from the Memorial Garden. With hours of volunteer time from Alex Rudzinski and Carol Larson, we cleared overgrown brush back to a line of native and weeping cherry trees. Alex requested using the cleared spaces to plant cherry trees for fruit. He donated small trees from a commercial grower and has maintained them. Species include Bing, Rainier, Hedelfingen, Lapin, Stella, Van, and Attika, all sweet varieties. We discussed planting cherries in this area with Barbara Henry, who oversees the Memorial Garden. They are willing to help with cost of brush removal.

Two large trees, an oak and an American Elm in this area are dying and will have to be removed in the near future.

### **Bus Shelter**

We have a Harold Kalmus design of a bus shelter for the corner of Harvey Road and the Sweep. Buses from four schools use this stop and many cars park along the sweep for drop-off. Brandywine School District is appreciative of the idea. We are hoping that a bus shelter would encourage parents and kids to walk to the bus stop since there would be shelter.

### **Arden Green**

We will be planting heat resistant Sugar maples at the north end of the Green to add vivid fall color and expand our tree canopy, most likely this fall.

### **Questions/Comments - Bus Stop**

Concerns about children's safety as children wait on Harvey Rd alone because parking to drop off and pick up children in immediate area will have no parking signage. Moving parking to another street. Safety Committee is concerned about the safety of children but they are also concerned about those who would need a firetruck to access that street. Nothing prevents an adult who is dropping off or picking up a child to park at a safe distance and walk down to the bus stop shelter.

Will it remain a bus stop? Brandywine school has no intentions of changing bus schedule in the near future.

Shelter is useful apart from school use because across the street is a municipal bus stop going in opposite direction of traffic. Arden has no authority over school bus stops nor the volume (approx. 30 daily) of school buses using the stretch of Harvey Rd within the Ardens. Civic will announce when the public meeting will be scheduled to address these issues.

Close discussion 5 minutes.

**Questions/Comments about Civic Report (5 minutes)**

Betty O'Regan -Dale Brumbaugh tree was removed by Civic Committee because it was on the town right of way.

Barbara Macklem -Street sign located at Harvey Rd & Orleans Rd is leaning at a 45-degree angle. Civic will take care of it.

Carol DiGiovanni -Lovers Path needs (located right off of Lovers Lane) maintenance. Civic will take care of it.

Brooke Bovard - Is concerned when Civic is making improvements to the Grocery Path to make sure they do not render them impassible for people with mobility impairment. Brooke is worried that the bicycle safety items are going to be difficult to navigate if you are in a wheelchair.

Civic agrees with Brooke. Civic points out that getting to the path is not ADA approved unless major concessions on Hillside Rd are made. Civic took it into consideration when they looked at the approach to the path. Civic welcomes Safety Committee to partner with them to address approach to path if they are interested in pursuing ADA.

Ray Seigfried wanted to thank Denis O'Regan for the incredible BWVC new wood billboard and says it is a "work of art". Applause by all.

Ellen Dolmetsch – Bob Lockerman's bushes located at the corner of Harvey Rd and the Highway need to be trimmed. The view is dangerously obstructed. Safety will take care of it immediately.  
(Close discussion 5 minutes)

Civic Report – Thank you!



**Questions/Comments - Task Force to Address Parking in Village**

Chairman Jeff Politis – At the Advisory Meeting, the group decided to ask members of Safety Committee, Civic Committee, BWVC Committee, Community Planning Committee & Playground Committee and invite a member of Arden Club to sit down and talk about a pathway to relook at (parking) policy. That meeting is to suggest a process to the town on how to go about looking at parking in a large way. That meeting is not to determine what the policy is.

Task force getting together to discuss coming back with a recommendation on how to tackle it.

**11.7 BWVC - Denis O'Regan**BWVC Committee Report to the June 2018 Village of Arden Town Meeting

The Buzz Ware Committee has a number of items to cover this evening. We will cover:

Building Usage:

Rental volume and other usage of The Buzz continues to be steady, and on par with 2017.

ACRA moved in on Saturday and opened its doors today.

Community Programs:

As a reminder, the Buzz sponsors a number of classes (i.e., Strength & Mobility twice a week and a Yoga class on Saturday morning). Regular Community Events and Programs continue to be strong:

- Coffeehouse finished another successful season.
- Art on the Town, now referred to as Art Loop, has been an ongoing success; with many thanks to the efforts of Bernadette Donohue.
- The Georgist Group continues to meet.
- As does the Monday night art class, and other special events. Interest and financial support for these programs continues to be strong.
- We've just received notice from Cecilia that Tellabration storytelling would like to happen again this year in November. Last year's attendance was about 50.

If you have an idea for a special event or would like to organize an ongoing program, please go to our website – [www.ardenbuzz.com](http://www.ardenbuzz.com) – and submit a “Community Event” request form.

### Solar Panels

The April, May, and June electricity generated by our solar panels is 3,041kWh. At \$0.13 each, that's \$395. It compares with 1709 kWh recorded in the first 3 calendar month, which is about \$222. Those figures are in addition to the Solar credits we receive.

### New exterior improvements:

In April, a Notice Board was installed on the wall along the walk to the front door of the Buzz. This is for official notices of the Village of Arden and Ardencroft. We are not sure what the Village policy is on access to the Notice Board.

We are finishing up installation of the new BWVC sign and Village Message Board. The old board and sign were knocked down by an automobile. The new installation is being paid for by the insurance settlement. The location of the new board and sign are near the old; but did require some site work. Many thanks to the Civic Committee for helping with this. Their cooperation and support is much appreciated. The Buzz Committee paid for some site labor, with donations of volunteer time and labor by myself, Jeff Martin, Ken Morrison, Mike Moran, and a generous donation of labor and equipment for stump grinding, grading and hole boring by Ron's Tree Service.

### New Mural:

Artist Linda Celestian, with help from David Gerbec and Heidi Hoegger, have installed a magnificent new mural on the back of the Buzz. The project was funded by ACRA, and the Buzz spent some money on rerouting and improving electrical to help with the appearance of the mural.

### Peddlers, Potions and Practitioners Holistic Market Place:

Planning has already begun for our 13th annual Peddlers, Potions and Practitioners Holistic Market Place at the Arden Fair. All the income collected goes directly into our Buzz Ware Village Center renovation fund.

The sub-committee is progressing very well. Toby Ridings is mentoring Cherl Sigler and Shari Phalan for leadership.

We are almost entirely booked, with only a couple of booth spaces remaining available. For additional information for booth space leave a message at our website [www.ArdenBuzz.com](http://www.ArdenBuzz.com). If you wish to volunteer for Fair Day or pre-fair staging, please contact Randy Hoopes or Shari Phalan at [www.ardenbuzz.com](http://www.ardenbuzz.com).

#### Concluding Remarks:

The Buzz continues to look for new ways to support the Ardens. We do ask, if you observe something in or around the facility you find of a concern, or if you simply have a suggestion for facility improvements at the Buzz Ware, please contact a committee member, go to the Buzz Ware website under “Contact”, or email us at [BWVC@arden.delaware.gov](mailto:BWVC@arden.delaware.gov). You can make comments, submit an idea for a community event or volunteer.

Again, we want to thank all those who volunteer their time and resources to support the Buzz and the ongoing activities.

Respectfully submitted,

Denis O'Regan

Chair Buzz Ware Village Committee

#### **Questions/Comments**

Alan Threefoot said the rental toilets were backed up and the renters had to go over to Gild Hall. After 3 hours of digging, they discovered there was a clean out that was not recorded. Now they know where it is and they have scheduled George Vernon to install auger through the line and add some root chemical because of roots in the line. Cecilia speaking to this says she hopes people remember that the Arden Club was there for us.

Buzz Ware Village Report – Thank you!

### **11.8 Budget – Denise Nordheimer**

Arden Budget Committee Report for April 19, 2018.

A meeting of the Arden Budget Committee was convened on April 18, 2018 at 7:02 PM at the Buzz Ware Village Center. Present were: Warren Rosenkranz, Brooke Bovard, Tom Wheeler and David Gerbec (Convener). Denise Nordheimer will continue as Chair of the Arden Budget Committee. Brooke and Tom received the same number of votes in March election. It was agreed that the tie will be settled via vote at the June town meeting.

The Committee reviewed and discussed the 3-Year Projection (2019-2021) which was presented at the March town meeting. The projection will be updated to make the item/descriptions consistent with the budget ballot, prior to sharing with the Assessors.

The Budget Committee discussed a proposal to adopt a zero-based budgeting strategy as a means of making the budget projections more realistic. To aid in this process, each committee will be presented with an accounting of its actual spend vs. amount budgeted prior to providing input for the annual budget ballot.

Warren questioned the appropriateness of the inclusion of the Policy Statements on the annual budget ballot. After a brief discussion, the topic was tabled until the next meeting.

The meeting was adjourned at 8:42 PM

Respectfully submitted,

David Gerbec

To: David Michelson

Subject: Arden Committee Spending; Actual vs. Budgeted

David,

At our last meeting, members of the Arden Budget Committee suggested that we adopt a “zero-based” budget strategy for the village. The hope is that this will provide the Assessors with a more realistic budget as a basis for their work.

We would like to provide each committee with an accounting of how much was spent compared to the amount requested. Are you able to provide this information before we reach out to each committee for input for the 2019-2020 budget ballot?

**Questions/Comments - None**

Budget Report – Thank you!

**11.9 Audit - Helen “Cookie” Ohlson**

Audit Committee Report

For June 25, 2018

On June 21<sup>st</sup> the Audit Committee reviewed the financial files and accounts for the village of Arden. All was found to be in order.

Helen “Cookie” Ohlson, Chair

**Questions/Comments - None**

Audit Report – Thank you!

**11.10 Archives – Lisa Mullinax**

The committee convened in April. Current members are Maria Burslem, Barbara Macklem, Sadie Somerville, Lisa Mullinax and newly elected member Ellen Dolmetsch. Welcome, Ellen! The

committee would like to acknowledge departing member Elaine Hickey. Thank you, Elaine! Elaine's contributions to the committee are much appreciated and we will miss you.

Our current exhibition, "Finding a home in the Ardens," will continue through October 2018. There's an accompanying online exhibition that you can access through our website, [ardencraftshopmuseum.com](http://ardencraftshopmuseum.com). We also mounted a special exhibition, "A Baker's Dozen of Twelfth Nights," arranged in honor of the Shakespeare Gild's current production.

We are pleased to announce that our curator, Elizabeth Jones-Minsinger, has completed her Ph.D. in History of American Civilization, and is fully entitled to all honors and honorifics thereof. Congratulations, Liz! Your contributions, especially of memories, artifacts and ephemera are always welcome. If you've visited us recently, thank you! If you haven't visited us recently, please come see what's new. We have many projects in the works, so your time and talents are always welcome.

The committee meets the second Wednesday of the month at 7:30 p.m. at the museum.

Regular museum hours are Wednesday evenings, 7:30 to 9 p.m., and Sunday afternoons, 1 to 3 p.m.

Respectfully submitted,

Lisa Thernal Mullinax

**Questions/Comments - None**

Archives Report – Thank you!

### **Additional Comments from Chairman**

Chairman Jeffrey Politis, referring to Point of Order, which was presented as part of the Advisory Report, wanted to add that if one disagrees with his ruling from the Point of Order, you can appeal

to the body. (This is in the hand out).

Also, he also encourages everyone to go to the Village website and read the transformational minutes because there are some great ideas they have been discussing. Next meeting is Monday, July 9<sup>th</sup>.

## **12.0 Old Business – Amended Ordinance #14, 2<sup>nd</sup> reading**

### **Section 1 - Introduction and statement of purpose.**

The purpose of this ordinance is to specify the notification and procedure to leaseholders of this one-time opportunity which will be used by the Village of Arden to certify pre-existing Accessory Dwelling Units (ADUs). In order to be eligible for certification, a leaseholder's pre-existing multiple domiciles must comply with the following requirements: [a] the domicile meets the New Castle County ADU definition, [b] the domicile was built prior to May 1, 2007. Leaseholds who wish to build ADUs after this process is completed need to obtain approval by the Trustees and New Castle County.

(The change which was in the March 2018 TA, deleting the words "the Village" from the original Ord. #14, will align Ordinance #14 with and improve the durability of the Motion passed September 2017. Nothing else in Ordinance #14 is changed in this motion.)

### **Questions/Comments Ordinance #14**

Al Marks - Airbnb will that have any effect on ADU? Concern that if we do this part, maybe later on it may block us from controlling Airbnb. No reflection on single domicile units. We don't know the answer as of yet.

Ray Seigfried -Airbnb simple existing house and turning it into rental on a daily basis. That's different.

Carl Falco county code owner has to occupy one of the dwelling units. Anyone who owns a leasehold and lives there can build an Accessory Dwelling Unit on their leasehold and they could in principal rent that out as an Airbnb. Maybe that was not the intent.

Third reading will be in September; at that time the body will decide if they want to vote for it or not.

Old Business - Arden Parking motion was tabled at the March Town Assembly. It is officially removed from the Town agenda going forward, since no one is interested in bringing it back on table.

### **13.0 New Business – Marianne Cinaglia**

**Change in voting.** They are offering pre-election voting for federal office and city of Wilmington is also interested in pre-elections. Suggest Registration Committee start looking at an Arden process for our Town elections.

**Subject: Re: HB 454 - Voluntary School Assessment - Full Read**

SPONSOR:

Rep. Heffernan & Sen. McDowell

Reps. Brady, Hensley, Keeley,  
Ramone, Schwartzkopf, B. Short;  
Sens. Cloutier, Henry, Lavelle,  
McBride, Poore, Walsh

HOUSE OF REPRESENTATIVES

149th GENERAL ASSEMBLY

HOUSE BILL NO. 454

AN ACT TO AMEND TITLE 14 OF THE DELAWARE CODE RELATING TO VOLUNTARY SCHOOL ASSESSMENTS.  
BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF DELAWARE:

Section 1. Amend § 103(c), Title 14 of the Delaware Code by making deletions as shown by strike through and insertions as shown by underline as follows and by redesignating accordingly:

(c) The Secretary shall calculate a Voluntary School Assessment, which applicants shall have the option of paying in lieu of any school certification required by § 2661 of Title 9 or § 842 of Title 22. Voluntary School Assessments shall be calculated on a per unit basis for each project that seeks to pay such assessments in lieu of certification as follows by:

(1) Calculating the average cost (including land or, if the school district already owned such land, the then-fair market value of such land at the time of construction), per child, for the average new public schools (1 elementary school, 1 middle school, 1 high school) constructed with state assistance in New Castle County as determined by the State of Delaware School Construction Technical



Assistance Manual prepared by the Delaware Department of Education (as such manual exists as of June 30, 1999, such manual to be updated for purposes of this calculation no earlier than July 1, 2005, and thereafter updated as the Department normally updates such manual);

(2) Multiplying that number by the local percentage share then required by state law of the local school district in order to receive state capital assistance;

(3) Multiplying the resulting figure by 0.50, representing the average number of school-aged children projected to be housed within each residential unit, provided that in no event shall the Voluntary School Assessment exceed 5 percent of the total cost of the residential unit. Notwithstanding anything within this Subsection (c) to the contrary, the Voluntary School Assessment for a redevelopment plan shall not exceed 2.5 percent of the total cost of the residential unit.

(4) Notwithstanding anything within this Subsection (c) to the contrary, for a redevelopment plan, the Voluntary School Assessment calculated pursuant to this Subsection (c) shall not apply to one (1) bedroom units within a multi-family structure.

(5) For purposes of this Subsection (c), a redevelopment plan shall mean a plan that proposes the rehabilitation or replacement of existing buildings on previously developed land. Previously developed land is not intended to include golf courses and other recreational uses.

Section 2. Notwithstanding any law and executed Voluntary School Assessment Agreement to the contrary, this Act shall be applicable to residential developments recorded on or after January 1, 2017.

#### SYNOPSIS

This Act promotes diversity of housing in Delaware by acknowledging that not all residential units warrant the same Voluntary School Assessment. Currently, single family residential subdivision projects are subject to the same per unit Voluntary School Assessment as an apartment project, regardless of size and number of bedrooms. The current framework can place an undue burden on multi-family and smaller unit residential projects.

This Act seeks to mitigate this burden for redevelopment plans by eliminating the Voluntary School Assessment for one-bedroom apartment units, such that the per unit Voluntary School Assessment would be charged only for each residential unit containing two or more bedrooms, and further by reducing the Voluntary School Assessment cap to 2.5 percent of the total cost of the residential unit.

This Act further recognizes that relief in support of the above-mentioned policy is most appropriate for redevelopment projects where any financial burden on the school system potentially caused by reducing the Voluntary School Assessment is mitigated by taxes previously paid to the school district for the prior development.

## **14.0 Good & Welfare**

**Congratulations to our high school graduates!** Tiernan Harcourt-Brooke, Autumn Falstad (Colorado), Shane van Neerden (Amsterdam to attend Hanover Conservatory), Gryphon Ridings and Riley Shiply Grayson Roberts (New Orleans), John Crants (employed by state).

Cecilia Vore has been thinking about the welfare of the children who have been separated from

their parents. She encourages all to write to their two senators and congressmen to stop this and reunite children with their parents.

All agree this has been one of the most pleasant meetings we have had in a long time.

Jeff thanked all.

**15.0 Motion to Adjourn and seconded 10:09 P.M.**

Respectfully Submitted-

Elizabeth Resko, Village of Arden Town Secretary

Postcard reminders and agenda will be mailed prior to next Town Assembly meeting

All are welcome hither

Please note: Those attending Town Meetings are eligible to vote are 18 years of age, or older

Attachments next pa

**Trustees of Arden  
Financial Report  
June 25, 2018**

**Current Assets**

Arden B&L Bequest Funds	\$28,398.91
Vanguard Bequest Funds	207,745.81
Arden B&L (Reserve)	138,270.78
M & T Checking Account	635,248.29
Vanguard Money Market	434.29
	<hr/>
<b>Total Cash &amp; Equity</b>	<b>\$1,010,098.08</b>
Land Rent Receivable	25,598.74
	<hr/>
<b>Total Current Assets</b>	<b>\$1,035,696.82</b>

**Income & Expenses**

**Income Mar 25-2018-June 24, 2018**

Land Rent & Related Income	\$636,398.64
Other Income-All Sources	1,296.67

<b>Total 2018-19 Operating Income</b>	<b>\$637,695.31</b>
---------------------------------------	---------------------

**Expenses Mar 25-2018-June 24, 2018**

Village of Arden	\$100,000.00
General Trust Administration	8,225.85

<b>Total 2018-19 Expenses</b>	<b>\$108,225.85</b>
-------------------------------	---------------------

UNAUDITED  
FOR DISTRIBUTION  
AND DISCUSSION  
PURPOSES ONLY  
FOR ARDEN  
TOWN ASSEMBLY

**Village of Arden**  
**Statement of Financial Position**  
**As of June 25, 2018**

		Notes
<b>Checking/Savings</b>		
1000 - TD Bank	119,856	
1005 - Capital One 360	113,604	
1010 - TD Bank MSA Checking Account	1,001	Municipal Street Aid
1032 - Arden Building & Loan	42,341	BuzzWare \$528, Schroeder Bequest \$18,273, Village \$23,540
1050 - Raymond James - net value @ 3/24/18	343,475	Schroeder Bequest - initial investment \$301,002
<b>Total Cash</b>	<b>620,077</b>	
<b>LIABILITIES</b>		
2000 - Accounts Payable, Current Liabilities, PR Tax Payable	10,304	
2300 - Mortgage - AB&L Avery Property		15 yr note at 7% for \$150,000 began 4/28/04 - paid - off April 1 2018.
<b>FUND BALANCES</b>		
Buzz Ware Renovation Fund	34,418	
J Schroeder Bequest	361,748	
Memorial Garden	15,101	
Municipal Street Aid	1,001	
Capital Maintenance Fund	30,000	
		Prudent Reserve Balance @ 3/24/15 = \$80,249 Prudent Reserve Balance @ 3/24/16 = \$106,644 Prudent Reserve Balance @ 3/24/17 = \$71,283 Prudent Reserve Balance @ 3/24/18 = \$27,025
Village - Prudent Reserve as of the date of this statement	80,254	
Vacant Dwelling Fund	31,433	
Buckingham Green Settlement Fund	49,723	
Trustees of Arden Donation	6,086	

UNAUDITED  
FOR DISTRIBUTION  
AND DISCUSSION  
PURPOSES ONLY  
FOR ARDEN  
TOWN ASSEMBLY

Village of Arden  
Statement of Financial Activity  
As of June 25, 2018

	<u>3/25/18-6/25/18</u>	<u>Budget</u>	<u>% to Budget</u>	
<b>Revenue</b>				
^ 4000 • General Funds - Village	90,180	153,180		
> 4100 - Donations, grants, rentals	7,384	4,000		
+ 4510 • Franchise Fee Receipts	2,475	15,100		
4900 • Interest Income	114	250		
<b>Total Revenue</b>	<b>100,153</b>	<b>172,530</b>		
<b>Expenses</b>				balance left in budget
6000 • Payroll & Payroll Taxes	2,878	13,298	21.64%	10,420
6300 • Administrative Expenses	3,298	38,190	8.64%	34,892
8000 • Committee Expenses - see detail below	17,218	82,900	20.77%	65,682
8010 • Contributions & Donations	5,800	5,800	100.00%	-
Contingency Fund	-	10,000	0.00%	10,000
8030 • Trash Service	15,308	61,108	25.05%	45,800
! 9000 • Debt Service	3,128	4,100	76.28%	972
<b>Total Expense</b>	<b>47,630</b>	<b>215,396</b>	<b>22.11%</b>	<b>167,767</b>
<b>Surplus (deficit)</b>	<b>52,524</b>	<b>(42,866)</b>		
<b>Committee</b>	<u>Actuals YTD</u>	<u>Budget</u>		balance left in budget
Advisory	-	200	0.00%	200
Archives	33	1,800	1.86%	1,767
Assessors	-	100	0.00%	100
Budget	81	100	80.60%	19
Buzz Ware - general operating support	-	5,000	0.00%	5,000
Civic	15,869	58,000	27.36%	42,131
Community Planning	-	1,000	0.00%	1,000
Forest	256	8,000	3.20%	7,744
Playground	978	4,000	24.45%	3,022
Registration	-	300	0.00%	300
Safety	-	4,400	0.00%	4,400
	<b>17,218</b>	<b>82,900</b>	<b>20.77%</b>	<b>65,682</b>

+ Franchise fees - we received \$1,225 from Verizon and \$1,250 from Comcast

^ Trustee's transferred \$100,000 land rent to Village - \$7,820 was allocated to Capital Maint Fund  
& \$2,000 was allocated to the Renovation Fund - per the budget referendum

> This figure includes insurance settlements of \$5,527

! The mortgage for the Avery Property was paid off April 1 2018.

UNAUDITED  
FOR DISTRIBUTION  
AND DISCUSSION  
PURPOSES ONLY  
FOR ARDEN  
TOWN ASSEMBLY

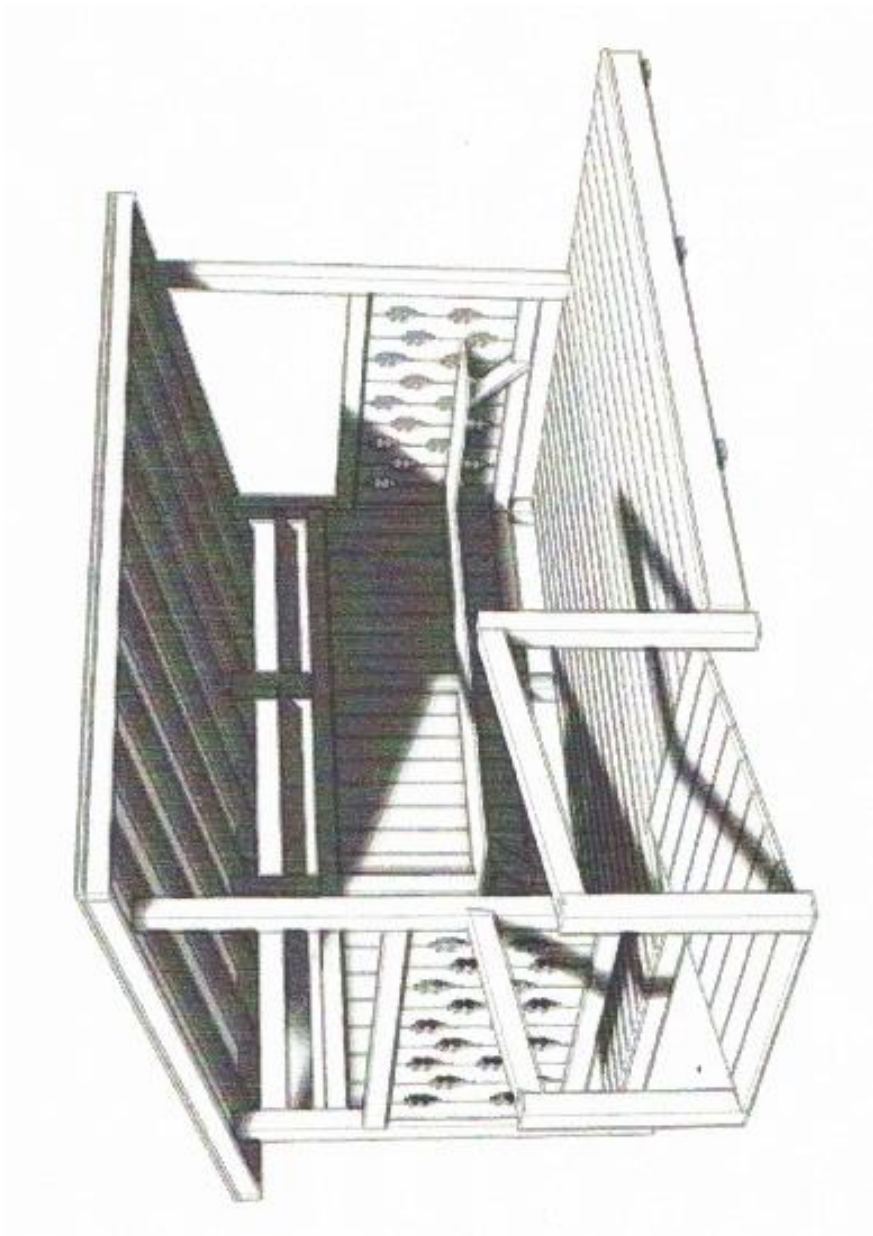
	Special Village Funds							
	BuzzWare	Buzz renovation	J. Schroeder Bequest	Memorial Garden	MSA	Capital/Main/R epaIFund	Vacant Dwelling Fund	Buckingham Green Fund
	3/25/18-8/25/18	3/25/18-8/25/18	3/25/18-8/25/18	3/25/18-8/25/18	3/25/18-8/25/18	3/25/18-8/25/18	3/25/18-8/25/18	3/25/18-8/25/18
Revenue								
4000 - General Funds - Village	2,400	2,000	-	-	-	7,820	-	-
4010 - Donations	-	-	-	2,630	-	-	-	-
4100 - Program Revenue	2,975	-	-	-	-	-	-	-
> 4300 - Grants	-	-	-	-	-	-	-	-
4400 - Rentals	11,096	3,901	-	-	-	-	-	-
4620 - Vacant Property Registration Fees	-	-	-	-	-	-	-	-
\$ 4800 - Interest & Dividend Income	-	-	635	-	-	-	-	-
8REC	-	-	-	-	-	-	-	-
8800 - Unrealized gains on Investments	-	-	6,954	-	-	-	-	-
Total Revenue	16,471	5,901	7,589	2,630	-	7,820	-	-
Expenses								
8000 - Payroll & Payroll Taxes	5,702	-	-	-	-	-	-	-
8300 - Administrative Expenses	75	-	-	-	-	-	-	-
8310 - Janitorial Supplies	95	-	-	-	-	-	-	-
7020 - Utilities (gas, electric, water, telephone)	1,096	-	-	-	-	-	-	-
7060 - Licenses/Permits/Fees/Alarm/Monitoring	195	-	-	-	-	-	-	-
7800 - Repairs & Maintenance	2,672	-	-	-	6,375	-	-	-
x 8000 - Program Expenses	662	-	-	1,393	-	-	106	320
Total Expense	10,498	-	-	1,393	6,375	-	106	320
Surplus (Deficit)	5,974	5,901	7,589	1,237	(6,375)	7,820	(106)	(320)
Carried forward fund balance		28,517	354,159	13,864	7,376	22,180	31,539	50,043
Fund balance		34,418	361,748	15,101	1,001	30,000	31,433	49,723

\$ Dividends of \$1,473 less fees of \$838

Line#			2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
		NOTE	Appropriated	Appropriated	Appropriated	Approved Budget	Forecast	Forecast	Forecast
1	TRUSTEE'S NON-BUDGET EXPENSES								
2	Property Taxes								
3	County (Property + Crossing Guard)	1	83,697	84,872	\$87,418	\$90,041	\$92,742	\$95,524	\$98,390
4	School (Brandywine + Votech)	1	354,443	355,106	396,106	407,989	420,229	432,836	445,821
5									
6									
7	Trustees Administration (Details below)	2	24,900	25,458	26,006	26,787	27,590	28,418	29,270
8									
9	Audit		4,800	4,919	5,017	5,168	5,323	5,483	5,647
10	Insurance		0	0	0	0	0	0	0
11	Professional-Legal		5,700	5,841	5,986	6,166	6,351	6,542	6,738
12	Operations & fees		12,000	12,298	12,603	12,981	13,370	13,771	14,184
13	Office Rent		2,400	2,400	2,400	2,472	2,546	2,623	2,701
14									
15	SUBTOTAL TRUSTEE'S NON-BUDGET EXPENSES		\$463,040	\$465,436	\$509,530	\$524,816	\$540,561	\$556,778	\$573,481
16									
17									
18	TOWN NON-BUDGET EXPENSES								
19	Trash/Recycle Service	3	\$ 55,000	\$ 56,650	\$ 57,600	\$ 61,108	\$ 62,941	\$ 64,829	\$ 66,774
20	Operations & Fees	4	16,274	16,762	20,670	21,020	21,381	21,752	22,135
21	Audit				7,500	7,500	7,500	7,500	7,500
22	Printing, postage, phone, internet				1,500	1,500	1,500	1,500	1,500
23	Insurance		11,000	11,330	11,670	12,020	12,381	12,752	13,135
24	Legal fees		15,000	15,000	15,000	15,000	15,000	15,000	15,000
25									
26	Long Term Debt(Sherwood Forest)		16,176	16,176	16,176	4,100	0	0	0
27									
28	State Aid and Grants	5							
29	Municipal Street Aid		16,731	16,731	16,731	16,731	16,731	16,731	16,731
30									
31	Town Expenses	6							
32	Secretary		5,725	5,725	5,725	5,725	5,725	5,725	5,725
33	Treasurer		5,725	5,725	5,725	5,725	5,725	5,725	5,725
34	2017/2018 Office Upgrade				3,000	0	0	0	0
35	Bookkeeping and Payroll Tax Services				5,000	5,150	6,505	6,700	6,901
36	Town Payroll Taxes		1,848	1,848	1,848	1,848	1,848	1,848	1,848
37									
38	Buzz Ware Village Center Operations	7	27,700	28,531	43,667	33,500	34,505	35,540	36,606
39	Buzz Ware Village Center Commitment	8	2,000	2,000	2,000	2,000	2,000	2,000	2,000
40									
41	SUBTOTAL TOWN NON-BUDGET EXPENSES		\$173,179	\$176,478	\$193,142	\$171,907	\$172,360	\$175,850	\$179,445
42			2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
43	NOT		Appropriated	Forecast	Forecast	Approved Budget	Forecast	Forecast	Forecast
44	BUDGET EXPENSES								
45	Advisory		\$ 200	\$ 200	\$200	\$200	\$200	\$200	\$200
46	Archives	9	1,440	1,800	1,800	1,800	1,800	1,800	1,800
47	Assessors	9	50	50	100	100	100	100	100
48	Budget	9	75	100	100	100	100	100	100
49	Buzz Ware Village Center Support	10	5,000	5,000	5,000	5,000	5,000	5,000	5,000
50	Capital, Maintenance, and Repair Fund	11	-	-	10,000	8,000	10,000	10,000	10,000
51	Civic Committee	12	56,135	56,135	58,000	58,000	59,740	61,532	63,378
52	Community Planning	9	1,000	1,000	1,000	1,000	1,000	1,000	1,000
53	Forests	13	6,000	6,000	8,000	8,000	8,000	8,000	8,000
54	Playground	9	-	3,000	4,000	4,000	4,100	4,200	4,200
55	Registration	14	200	200	250	300	300	300	300
56	Safety - General&Speed Enforcement	14	1,000	1,000	4,400	4,400	4,400	4,400	4,400
57									
58	Donations	14							
59	ACRA		1,500	1,500	2,000	2,000	2,000	2,000	2,000
60	Arden Page		1,500	1,500	500	500	500	500	500
61	Arden Library		850	850	1,050	1,200	1,200	1,200	1,200
62	Fire Companies		1,600	1,600	1,600	1,600	1,600	1,600	1,600
63	Arden Club Donation		500	500	500	500	500	500	500
64									
65	Contingencies	15	10,000	10,000	10,000	10,000	10,000	10,000	10,000
66									
67	SUBTOTAL BUDGET EXPENSES		\$ 87,050	\$ 90,435	\$108,500	\$ 106,700	\$110,540	\$112,432	\$114,278
68									
69	TOTAL TOWN EXPENSES		\$260,229	\$266,913	\$301,642	\$ 278,607	\$282,900	\$288,282	\$293,723
70									
71	TOTAL TRUSTEE & TOWN EXPENSES		\$723,269	\$732,349	\$811,172	\$ 803,423	\$823,461	\$845,060	\$867,204
72									
73									
74	Expected Offsetting Income	16							
75	Municipal Street Aid		\$ 16,731	\$ 16,731	\$ 16,731	\$ 16,731	\$ 16,731	\$ 16,731	\$ 16,731

76	Buzz Ware Village Center Operations		27,700	28,531	43,667	33,500	34,505	35,540	36,606
77									
78	<b>Other Town Income</b>	17							
79	Interest and Other Income		23,050	23,050	23,050	23,050	23,050	23,050	23,050
80									
81	<b>TOTAL Offsetting Income</b>		67,481	68,312	83,448	73,281	74,286	75,321	76,387
82									
83	<b>Additional income required</b>	18	<b>\$ 655,788</b>	<b>\$ 664,037</b>	<b>\$ 727,724</b>	<b>\$ 730,142</b>	<b>\$ 749,175</b>	<b>\$ 769,739</b>	<b>\$ 790,817</b>
84									
85	<b>Place-holder budget item</b>	19							
86	Town Legal Expenses		15,000	15,000	15,000	15,000	15,000	15,000	15,000
87	Contingencies		10,000	10,000	10,000	10,000	-	-	-
88	Buzz Ware Village Center Support		5,000	5,000	5,000	5,000	5,000	5,000	5,000
89	<b>Total Place-holder budget item</b>		<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>
90									
91	<b>Final Deficit</b>	20	<b>\$ 625,788</b>	<b>\$ 634,037</b>	<b>\$ 697,724</b>	<b>\$ 700,142</b>	<b>\$ 729,175</b>	<b>\$ 749,739</b>	<b>\$ 770,817</b>





TOWN ASSEMBLY VILLAGE OF ARDEN

Date JUNE 25 2018 Page 1

**SIGN IN SHEET**

Please sign your name clearly.

Thank you.

NV after your name = non-voter

PRINT NAME

1. Alan Threeston
2. Gary E. Quinton
3. David Michelson
4. ALBERT MACK'S
5. Jeffrey Polys
6. Ed Rohrbach
7. Lisa Mullinax
8. Mary Murphy
9. CAROLDI GIOVANNI
10. Maryanne van Norderen
11. Julia McNeil
12. Robert Andrus
13. BARBARA MACKLENE
14. RAY SEIBRUE
15. DANNY SCHWEERS
16. Betty O'Regan
17. Denis O'Regan
18. Deborah Picard
19. Warren Rosenkrantz
20. Mike Curtis
21. Grace Rescher
21. Ann Buler

PRINT NAME

22. ELIZABETH VARLEY
23. BARBARA HENRY
24. David Clancy
25. Cecilia Vore
26. CARL FALLCO
27. RON MEICK
28. Carol Larson
29. Sally CHAP
30. MARY VERNON
31. COOKIE OLSON
32. ELAINE HICKEY
33. LARRY WALKER
34. Marianne Cingolia
35. HERMAN TELLER
36. Brock L. Savard
37. Stacy Hansen
38. Daryl Holcomb
39. MARY TOCC
40. Jennifer Borders
41. Denise Northman
42. Jim POLITIS
43. Alan Huston

PLEASE PRINT your NAME CLEARLY

Print Name

TOWN ASSEMBLY VILLAGE OF ARDEN

DATE JUNE 25<sup>th</sup> 2018  
PAGE 2

Print Name

44	<u>DAVID BURSLEN</u>	63	_____
45	<u>Tony TAVO NO</u>	64	_____
46	<u>Van Dierckhous</u>	65	_____
47	<u>Tom Wheeler</u>	66	_____
48	<u>Ellen Dolanich</u>	67	_____
49	<u>Sue Rothrock</u>	68	_____
50	<u>Harry Dahl</u>	69	_____
51	<u>Maria Burslen</u>	70	_____
52	<u>Ethel Schumley</u>	71	_____
53	<u>Heidi Haggger</u>	72	_____
54	<u>Toby Ridding</u>	73	_____
55	<u>Liz Resko</u>	74	_____
56	_____	75	_____
57	_____	76	_____
58	_____	77	_____
59	_____	78	_____
60	_____	79	_____
61	_____	80	_____
62	_____	81	_____

## Financial Policies – Village of Arden (as of June 25, 2018)

### **Policy - Use of Contingency Funds Policy (May 2010)**

Contingency funds are specified as part of a budget referendum. The purpose of the contingency funds is to cover unplanned village or committee expenses. Expenditure of contingency funds requires the pre-approval of three officers and should only be utilized when other mechanisms to cover the costs has been unsuccessful.

### **Policy - Expenditures of Greater than two-thousand dollars (April 2010)**

All committee expenditures of \$2,000 or more require preauthorization of two officers of the Village prior to the commitment of Village funds. In case of an emergency – significant threat to persons or property – appropriate action should be taken as soon as possible with the committee informing at least one officer of the Village within 24 hours.

### **Policy - Transferring of Funds between Budget Line-items (October 2009)**

Funds may be shifted between budget items on the budget referendum by approval of the committee if all budget items are within the committee's responsibility or with the approval of the representative of all committees involved and a least one village officer. Transfer of funds is only allowed if the source account has sufficient funds available and that no standing vouchers are in place covering the funds.

### **Policy – Authorizing Payment of Funds (March 2009)**

The authorization of payment of funds by check requires the signature of two Village Officers. Officers are not allowed to authorize payments to themselves.

### **Policy – Obligations over \$10,000 (March 2007)**

Obligations of Village funds of \$10,000 or greater, requires the signature of the Village Chair, or in the case the Chair is not available, the Secretary.

### **Policy – Contracts or Agreements with Commitments of One Year or Longer (September 2004)**

All contracts and all agreements with duration of one year or longer require the signature of the Chair and the Secretary. (Note – the Charter of the Village of Arden specifies the signature requirements for executing contracts).

### **Policy – Procurement Goods and Services by the Village of Arden (June 2016)**

The Village of Arden follows the State of Delaware procurement policies as set forth in 29 Del. C. Chapter 69. The Chair of the Village may require more restrictive (lower dollar values) requirements for the need of bids to procure of goods and services, but may not use a less restrictive requirements. All acquisitions of goods and services from a single supplier which is expected to exceed \$10,000 in a given fiscal year, requires informing the Village Chair and the Village Treasurer prior to initiation of any acquisition from the provider.

### **Policy – Official address for contracts and receipts (June 2017)**

The official address for receipt of all contracts, cash and checks will be the Village's office located in the Buzzware Village Center 2119 The Highway, Arden DE 19810.